

Bylaws of the Officials Committee for the Lincoln Metropolitan Planning Organization

Article I - Officials Committee

Section 1. Name

The name of this Committee shall be the Officials Committee.

Section 2. Purpose and Intent

The Officials Committee shall operate within the intent and purpose as outlined in the "Lincoln MPO: Management Plan" document.

Section 3. Membership

- A. The membership of this Committee shall be as outlined in the "Lincoln MPO: Management Plan" document.
- B. The membership of this Committee will be composed of both voting and nonvoting members. Nonvoting members serve in an advisory capacity and provide a liaison between the groups they are representing and the Officials Committee.

Article II. Organization

Section 1. Officers

The officers of this committee shall consist of Chair and Vice-Chair. The Chair and Vice-Chair shall be elected annually from the members of the Officials Committee with one officer position filled by a representative from the City of Lincoln and one officer position filled by a representative from Lancaster County.

Section 2. Secretary

The MPO Administrator, as identified in the "Lincoln MPO: Management Plan" document, shall serve as the Secretary of the Officials Committee.

Section 3. Duties

- A. The Chair shall preside at all meetings of the Officials Committee and may call special meetings when needed. When the Chair is absent, the Vice-Chair shall perform the duties of the Chair.
- B. The Secretary shall be responsible for keeping the records of the Committee, serve notice of meetings, and other duties as requested by the Committee.

Article III. Meetings

Section 1. Time of Meetings

The Officials Committee will hold meetings at least four times a year and be subject to call as circumstances arise. Meetings shall be held at such time and place as generally convenient to the membership.

Section 2. Notice of Meetings

The notice of meetings shall be mailed at least seven (7) days in advance of the meeting day, whenever practical. The agenda and other matters of business shall be mailed with the meeting notice whenever possible.

Section 3. Quorum and Voting

- A. A majority of the voting members of the Officials Committee shall constitute a quorum.
- B. Nonvoting members shall not vote on questions brought before the Officials Committee during Officials Committee meetings.
- C. Motions and/or seconds to motions may be made by any voting or nonvoting member of the Committee.

Section 4. Preparation and Distribution of Minutes

Minutes shall be prepared by the Secretary for each Officials Committee meeting and said minutes shall be forwarded to the Officials Committee for review and approval. A copy of the draft minutes shall be transmitted to the Chair of the Technical Committee in order to aid in maintaining communications between these committees.

Section 5. Committee Representation

In order to further the communications between the Officials Committee and other bodies which may review and/or act on Officials Committee recommendations and actions, a member of the Officials Committee or appropriate staff shall be appointed by the Chair or elected by the Committee membership to present Committee recommendations or actions, as necessary, to subsequent decision-making or review bodies at appropriate meetings of those bodies.

Article IV. Amendment of Article

Section 1. How Amended

These articles may be amended by a majority vote (four votes) of the entire voting membership of the Officials Committee at a meeting called for such a purpose.

Article V. Additional Bylaws

Roberts Rules of Order shall apply in all cases not specifically referred to in these Bylaws.